RMS Red & White Month
House Advisors & RMS Staff: 2015-16

RMS Staff:

Welcome to the 2015-2016 school year! As we all know, the first weeks of school are a very exciting, hopeful, and busy time. During the first weeks of school, it is vitally important that all staff members participate in establishing the school wide expectations for each setting at Roosevelt. This process is critical to maintaining Roosevelt’s culture of mutual respect. As you know, effective teaching of expectations can increase the time available for teaching and learning and can decrease the number of office discipline referrals. A careful, consistent, and unified approach by all staff members is essential.

Contained within this manual are lessons for teaching the expectations associated with Roosevelt’s culture of respect and a timeline for teaching the lessons in House. Please familiarize yourself with the timeline and lessons, and whenever possible, teach each lesson in the specific area or zone the lesson addresses.

We ask that each advisor cover all topics found in this manual by October 2, 2015. As there is a lot of material to cover, and not everyone prefers to teach it all the first week, it is the advisor’s responsibility to plan and teach the expectations, although this manual does provide suggestions for this process.

What is most important is that all students receive a clear, consistent message from RMS staff about our school wide expectations, rules, and procedures, and the belief that by teaching common, school wide expectations, we will improve our school and continue Roosevelt’s culture of respect.

In addition, to ensure parents/guardians and students understand any changes to the handbook this year and to ensure prior understanding and consent to the school policies and behavioral expectations before any discipline events occur, it is especially important to verify both parent/guardian and student understanding of RMS policies and expectations. To do so, please have each advisee in your House sign the RMS Behavior Guidelines form and verify that their parents/guardians have signed their planners by Thursday, September 24, 2015.

Thank you for reviewing this manual and feel free to ask Doug or Chris any further questions.
Timeline For Teaching Expectations

Week 1 (9/10 - 9/11):

☐ A Culture of Respect, Planners, Majors & Minors
☐ Main Expectations
  ☐ Lesson A in School Wide Expectations Manual
☐ Planners (Must be signed by parent/guardian by 9/20)
  ☐ Review "How To Use This Planner' on the 1st page of the Student Handbook/Planner
  ☐ Follow up Questions For Students:
    ▪ How can you use your planner?
    ▪ Give 3 student responsibilities for planner use?
    ▪ Give 3 parent/guardian suggestions for planner use?
    ▪ When do you need to bring parent signature? (Write that in planner)
☐ RMS Behavior Guidelines & Majors & Minors
  ☐ Review the following information in the Student Handbook/Planner on pages xi, xii, and xiii
    ▪ Minors & Majors
    ▪ Minor Referral Procedures
    ▪ Major Referral Procedures
    ▪ Harassment/Bullying
    ▪ Off-campus Behavior
    ▪ Investigation by Law Enforcement Officials
    ▪ Duty to Inform About Threats
  ☐ RMS Behavior Guidelines form signed by all students in House and given to Doug by 9/18
    ▪ Student signature indicates that students understand the Major & Minor process at RMS.
☐ Follow Up Questions For Students:
  ▪ Give three examples of a behavior that can result in a minor and three examples of a behavior that can result in a major.
  ▪ Give three examples of behavior that can be deemed harassment.
Timeline For Teaching Expectations

Week 2 (9/14 - 9/18):

- **Appropriate Dress**
  - Review “School Dress” on page xi of the Student Planner/Handbook
  - Follow Up Questions For Students:
    - Why are their regulations about clothing (sometimes it’s the law!)
    - What types of clothing are not allowed?

- **PEDs: Personal Electronic Devices**
  - Review “Personal Electronic Device –PED” on page x of the Student Planner/Handbook
  - Follow Up Questions For Students:
    - What are PED’s and what should I do with a PED if I choose to bring it to school?
    - What is the school’s responsibility if my PED is stolen?
    - What can a teacher do if my PED is disrupting learning?

- **Anything With Wheels, Bus Zone, & Courtyard**
  - Lesson C in School Wide Expectations Manual
  - Review “Anything with Wheels: skateboards, scooters, razors, heelies & bikes” on page ix in the Student Planner/Handbook
  - Follow Up Questions For Students
    - Where is the bike paddock and what are three rules for using it?
    - Where am I allowed to ride ‘my thing with wheels’ and where aren’t I allowed to ride it?
    - If I’m riding the bus, where will it drop me off, and what should I do when I exit the bus?
    - Can I go across the street to buy food/drinks after getting dropped off by the bus?
Timeline For Teaching Expectations

Week 3 (9/21 - 9/25):

☐ Cafeteria & Hilyard Street Food
  - Lesson D in School Wide Expectations Manual
  - Review “Lunch Break”, “Cafeteria”, and “Lunch Passes for Crossing” on page vii of the Student Planner/Handbook
  - Follow Up Questions For Students:
    - Where can you eat?
    - What’s the story with lunch passes?
    - What can you do when you’re done eating?

☐ Front of School, Guest Teachers, Community, & Assemblies
  - Review ‘Guest Teachers’ on page xii of Student Planner/Handbook
  - Follow Up Questions For Students:
    - What is a Guest Teacher and what happens if you cause a disruption when a Guest Teacher is in the classroom?
    - When can you enter school in the morning? Can you leave once you are on campus?
    - What about skateboarding and biking in the community?
    - It’s 3:30. What are the expectations about after school?
Timeline For Teaching Expectations

Week 4 (9/28 - 10/02):

☐ Lockers, Hallways, Commons, & Bathrooms
  ☐ Lesson F in School Wide Expectations Manual
  ☐ Review "Hallway and Breezeway Conduct" on page ix in Student Planner/Handbook.
  ☐ Follow Up Questions For Students:
    ▪ Where are backpacks allowed and not allowed?
    ▪ Who can I share my locker combination with?
    ▪ What is a breezeway?
    ▪ What are 3 rules for behavior in the hallways/breezeways?

☐ Using The Main Office
  ☐ Lesson G in School Wide Expectations Manual
  ☐ Follow Up Questions For Students:
    ▪ Why would it be good to use your ‘inside voice’ in the main office?
    ▪ What time can you enter the building?
Lesson A: Main Expectations Lesson

A Culture of Respect: What are Roosevelt Middle School School-Wide Expectations?

We Are RMS:

Responsible Choices  Modeling Respect  Successful Learning

Script:

At Roosevelt Middle School we have created an environment that has resulted in our unique culture. We often refer to this as a culture of respect. This mutual understanding of staff and students alike is built upon the phrase “culture of respect”. You will hear teachers, students and staff refer to this often. Roosevelt’s school wide expectations are built on the foundation of this culture of respect: Responsible Choices, Modeling Respect, and Successful Learning. This is what makes us RMS. As you learn more about school wide expectations in the coming weeks, you will learn how the three major school wide expectations apply to the specific settings where you learn and spend time.

Possible Activities:

• Make a poster for your room and/or adjacent hallway
• Do a role play
• Write a song.
• Repeat the expectations in unison.
• Write a story. Etc.
Lesson B: Appropriate Dress

School Wide Expectations: We Are RMS:
Responsible Choices Modeling Respect Successful Learning

GOAL: Students will know appropriate dress expectations for school. They will understand that school is much like the work place and that there are expectations appropriate to different environments.

From the student handbook, page xi:

At Roosevelt, students’ freedom of expression is a priority. We strive to enforce these values and to maintain a non-judgmental learning environment. However, we do understand that some articles of clothing can be unsafe, distracting, or harmful to students. Limitations to student expression should be constantly reviewed due to changes in styles; however, potential limitations regarding the dress code are as follows:

- Anything that has caused a class disruption (i.e. students constantly adjusting their clothing - or - drawing class attention away from the lesson)
- Any clothing that could be potentially dangerous to the student or others around them
- Any articles of clothing that reveal underwear or skin that has caused a disruption to other students
- Any articles of clothing that promote violence, alcohol, drugs, or tobacco
- Any clothing that is considered in violation of our harassment and discrimination policy
Lesson C: Anything With Wheels

School Wide Expectations: We Are RMS:
Responsible Choices Modeling Respect Successful Learning

GOAL: Students will know school expectations for securing bicycles and safety rules on and around school property. Students will understand the importance of being good neighbors and citizens.

Bike Paddock Use:
Purpose: Safety and Security. Paddock, bike path, bike lane and bike rules:
• The bike paddock is not to be used for sports or other activities during the day.
• Students are to secure bikes & helmets and leave the paddock immediately. No loitering.
• Students are expected to bring their own locks and not to touch anyone else’s property.
• Students will only be able to enter the building in the courtyard.
• Bikes can be ridden on the bike path behind the building and in the driveway on the south side of the building ONLY. The courtyard is a walking zone.
• Bikes are to be walked on sidewalks and in front of the school.

Using Skateboards, Inline Skates, Scooters and Bikes:
Goal: To ensure all students property is secure and that they can come to and from school without injury.
• Bikes/Skateboards / Inline Skates / Scooters are not to be ridden on school property. This includes before school, after school, weekends, and holidays.
• Bikes/ Skateboards / Inline Skates / Scooters are not to be ridden in/on sidewalks, the courtyard, the lawn, or in front of school. The bus zone is also a designated walking area.
• Students are to be respectful of our neighbors and not loiter and ride Bikes/Skateboards / Inline Skates / Scooters on their property.
Bus Zone Use

School Wide Expectations: We Are RMS:
Responsible Choices Modeling Respect Successful Learning

GOAL: Students will know the appropriate behavior for arriving or departing from school in the bus zone.

Arriving by bus in the bus zone/driveway:
1. Exit the bus slowly and use caution. Watch for moving cars in the driveway.
2. Wait appropriately for the bus within the proper areas. Stay behind the yellow curb and painted lines at all times.
3. Keep food or drink in your bag and remember to eat only in the designated school areas during lunch/breakfast.
4. Students are to walk behind the lines and enter the school through the courtyard. Students should not leave campus upon arrival in the morning.
5. Students are not to loiter in bus area. The bus area is only for loading and unloading.
6. Students may not leave campus in the morning after being dropped off by bus or parent.

Leaving by Bus, Bike, Board, or Foot:
1. Bus riders are to stand behind the yellow line when waiting for buses. Be safe, respectful and responsible when standing in the bus loading area.
2. Students are to form single file loading lines within the designated yellow lines, when preparing to get on buses.
3. Students use the designated crosswalk to walk south toward Amazon when leaving by bike or by foot.
4. Students walk bikes across the crosswalk and mount on the other side. Students carry skateboards and roller blades.
5. The island with the large tree is off limits unless supervised directly by an adult. (Practice lining up for the bus and walk students along the line to show the designated zones.)

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Courtyard Use

School Wide Expectations: We Are RMS:
Responsible Choices Modeling Respect Successful Learning

GOAL: Students will know the appropriate behavior for using the courtyard.

Before school, lunch time, and after school:
- Respect all school equipment in the courtyard.
- It is ok to play football, soccer, and other games in the courtyard during lunch. Any sports equipment thrown must be done so with care. Use equipment properly.
- Share the space and include all individuals interested in playing the various games, etc.

(Consider acting out a small basketball game to show examples of inclusive activity in the courtyard.)

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Lesson D: Cafeteria & Hilyard Street Food

School Wide Expectations: We Are RMS:
Responsible Choices Modeling Respect Successful Learning

Cafeteria and B-Gym Food Areas:

GOAL: Students will know behavior expectations for the cafeteria and activity areas during lunchtime, break, and breakfast.

Find an appropriate place to eat your lunch. The designated zones to eat are:

- Cafeteria
- A-hall benches
- B-Gym in designated seats
- B-hall behind the red lines
- Outside the cafeteria underneath overhang & behind the yellow lines

The cafeteria and kitchen will open at 8:30 a.m. for use by students until the bell rings.

Cafeteria Expectations:

1. WALK when entering the cafeteria and at all times in the cafeteria.
2. Line up nicely while waiting in the food lines. Say please and thank you.
   a. Wait patiently
   b. Use manners
   c. Hands and feet to self
   d. Have pin number ready (memorize)
   e. Report any theft that occurs
3. Get any condiments from the condiment station.
4. Take time to relax and enjoy your lunch. Sit and eat nicely at the table.
6. It is everyone’s responsibility to CLEAN UP. Pitch in.
7. All containers must be re-sealable containers in non-food zones, and they must be sealed when carrying them to your locker for storage. Report any spills to a staff member.
8. Keep ALL food & drink in the designated zones.
9. Remember to RECYCLE! Here is our recycling station. (Show receptacles and what they are used for). Ask for volunteers to help show how to do it.

When finished eating and cleaning up you can use your time at lunch in the following ways:

- You could stay in the cafeteria and play table tennis, personal games, or visit with friends.
- You could go to the library. Chess and Checkers are available along with books!
- You could WALK to the D-gym, or go to the courtyard, weather permitting.
• The halls are open during lunch. Please remember that food stays in the designated zones.

Gym, Courtyard and Hallways During Lunch

GOAL: Students will know behavior expectations for the gym, courtyard, and hallways during lunchtime.

1. Please WALK from the cafeteria to your destination of choice.
2. Hallways and commons are places to make friends and hang out. Remember to be inclusive and keep the noise level down close to the office. Use an inside voice.
3. Follow the Gym Supervisor’s expectations in the gym. Keep safety and courtesy in mind in the gym. Share the space and equipment.
4. You have the option of going outside to the courtyard to play basketball and hang out.
**24th & Hilyard Street:**

**Lunch Pass:**
All RMS students may obtain a lunch pass to go to the 24th & Hilyard shops during lunch period. In order to gain the privilege, parents/guardians must sign a permission slip and students must accept the responsibilities that accompany the privilege of a lunch pass. Advisors also must approve the pass. 6th graders generally do not get their lunch passes until after the first progress report.

**Permission Process**
Students seeking a lunch pass and their parents/guardians need to understand the following guidelines:

⇒ Students may go across the street ONLY during their lunch period — NOT break or before school — with an approved lunch pass. One pass will be issued for the entire year.
⇒ Lunch passes need to be purchased for $15. Replacements are prorated through the school year.
⇒ Students may ONLY go to the shops in the 24th & Hilyard complex. Students may not be in the alley behind these shops, the VLT parking lot, or anywhere else off school grounds.
⇒ In giving permission for students to have a lunch pass, parents/guardians should understand that school personnel are not liable for student safety. The school is unable to provide full supervision across the street. The majority of supervision time is used for monitoring the crosswalk.
⇒ Students are expected to follow the same behavior guidelines in the 24th & Hilyard complex as they would on school grounds.

**Expectations for Lunch Pass Use**
⇒ Students may only cross when a supervisor is present. Students only cross the street when the Hilyard cross signal indicates 'Walk'. Students should remain at the corner, (behind the north/south line created by the school’s fence) when the red hand is flashing on the crosswalk.
⇒ Students must be safe and cautious when using the walk light and staying in the crosswalk.
⇒ Students must carry their lunch pass with them at all times when they go across the street.
⇒ The sidewalk and parking lot across the street is a walking zone. Students who run will have their lunch pass privilege temporarily suspended.
⇒ Students returning with food should use the sidewalk inside the fence leading to A Hall. Students returning to school without food may use the main front entrance.
⇒ The lunch pass is a privilege and may be revoked if the above guidelines are not
followed. An advisor, parent, or staff member may revoke a lunch pass for any inappropriate behavior, poor attendance, or academic concerns.
⇒ Advisors can provide temporary passes. Temporary pass limit is 3 per year.
Lesson E: Front of School, Guest Teachers, Community, & Assemblies

Representing Roosevelt at Assemblies and Beyond

School Wide Expectations: We Are RMS:
   Responsible Choices Modeling Respect Successful Learning

GOAL # 1: Students will know the behavioral expectations in front of the school before and after school.

MORNING:
   • Students are expected to behave in a safe, respectful and responsible manner at all times. Expand with examples: Running, jumping on people and pushing.
   • The South side of the building is for loading and unloading of buses and securing of bicycles, not for any free time activities.
   • Students are not to loiter in the parking lot or skateboard in the parking lot before school. Skateboards should be placed in lockers immediately upon entering the building.
   • Students are not to arrive at school before 8:00am.
   • The cafeteria is open and supervised at 8:15am for students who arrive early.
   • The hallways are open at 8:15am. Students are to stay near the office or in the front part of D-Hall between 8:00 and 8:15 before going to lockers.
   • Students are to stay out of the flowerbeds and planted areas.
   • Once students are on campus, they are not to leave.
   • There is no loitering before school across the street.
   • Students are expected to be good neighbors and to respect private property. This includes skateboarding and bicycling on property. Hilyard street stores are private property.
   • Bicycles are to be walked and skateboards carried on school property at all times. Only the bike lane and beyond the yellow lines are open for cycling and skating.

AFTER SCHOOL:
   • Bicycles are to be walked (except designated areas) and skateboards carried on school property at all times.
   • At 3:30pm or when the last bus leaves (whichever comes first) all students are expected to leave campus unless they are participating in an after school program.
   • Students are not to loiter beyond yellow line on sidewalk near Monroe sign. Only those waiting for a bus are allowed beyond.
• Bicyclers and skateboarders are expected to ride responsibly and safely. This means staying out of the street and creating unsafe situations.

• Students from other schools (Edison, South Eugene, Camas Ridge, and Spencer Butte) are not to be on campus without permission from the office.

• All students should be off campus at 3:45 M,T,Th, and Friday unless being supervised by an adult leading an activity such as tutoring.

GOAL# 2: Students will know the behavioral expectations when guest teachers are in the building.

Being a guest teacher is a particularly difficult job because it means working in a classroom full of unfamiliar students. All RMS students are expected to make an extra effort to be helpful and cooperative. “We are RMS” expectations apply. Students who receive a minor for disruption, defiance or disrespect may receive consequences harsher than typical minor consequences after consultation with the advisor, regular teacher, and the guest teacher.

Assemblies

GOAL# 3: Students will know the behavioral expectations when attending assemblies.

Script:
At RMS, we are fortunate to enjoy a number of very high quality assemblies. RMS has assemblies for/to promote school spirit, music, vocal performances, talent shows, and much more. Having over 600 people in a gym all at the same time can be a challenge if we don’t all know the ground rules.

What do you think some potential problems would be? (Take some answers here).

To help fix some of those problems we need to honor the assembly expectations, which reflect our Roosevelt culture of respect.

• Students should form a line and quietly follow their teacher, single file into the gym. You must sit with your advisor. Why do you think it’s important to stay with your advisor? (Take some answers here)

• Respect your neighbor’s space. Why? (Take some answers here)

• Listen respectfully.

• Focus on what the presenter is saying. Why? (Take some answers)

• Be silent when signaled. Why? (Take some answers here)

• Applaud appropriately. What does this mean? (Model clapping, no whistling, yelling or inappropriate noises or gestures) Listen to the directions about when you applaud; it may be at the end of the presentation and not after each person.
• Walk up and down on the bleachers as quietly as possible. (Model correct and incorrect behavior here)
• Stay seated and wait to be dismissed. Remember, lots of bodies are moving and it can get pretty hectic and crowded. Be patient – you will get out. Just remember to leave safely and quietly.
Lesson F: Hallways, Lockers, Commons, and Bathrooms

School Wide Expectations: We Are RMS:
Responsible Choices Modeling Respect Successful Learning

GOAL: Students will know the appropriate behavior when passing through hallways and using lockers.

Lockers, Hallway & Breezeway
Hallways are one place where students interact with the whole school. Passing periods, before school and after school, break, and lunch times are moments when we build the culture of respect at Roosevelt. This means we are nice to each other, we share the building, and we make people feel comfortable as they move along to go from place to place.

• At Roosevelt, we all pitch in to keep our spaces clean and free of items. This fits in with our culture of respect. Keep backpacks, binders, and clothing in lockers, not benches or the floor. Use garbage and recycling bins for waste.
• Use appropriate language in halls. Remember, Roosevelt does not tolerate language that hurts any group of people in our community. Start teaching others peace!
• Use our hallways courteously. Share space when using your locker and the halls. Be safe and walk at all times. All property with wheels must be carried in halls. Bikes are to be stored outside only.
• Students are expected to open doors with their hands and not their feet.
• The breezeways are also considered hallways. (E-Hall, A-Hall)
• Students should always pass on the right.
• Students are expected to keep their hands and feet to themselves. This means no pushing, shoving and general horseplay.
Lockers

- Lockers are school property. Lockers are for the use of students. They are checked out to students. Do not give your combination out to others.
- Students are expected to be respectful of school property. This means that if a locker will not open, kicking or hitting it is not the solution. Instead, see a staff member or go to the office for help if you have locker problems.
- Keep lockers clean and in good condition.
- Students are expected to keep their hands off of other people’s property.
- Only the inside of lockers can be decorated in an appropriate non permanent way.
- Hall lockers belong to the school. Students are assigned a locker by their House advisors. Most students share lockers with one other student in their House.
- Keep any pictures in lockers in good taste and appropriate for a school environment. (All decorations must be easy to remove.)
- Keep the locker your advisor assigns; do not switch lockers with another student.
- Be responsible for any damage done to the lockers.
- Students and families assume responsibility for expensive items brought to school. Examples include cell phones, MP3 players etc.. ADVICE: Don’t bring expensive toys to school from home. The school staff does not have the resources to recover them if stolen or lost.

Bathrooms

GOAL: Students will know the appropriate behavior when using the bathroom facilities.

1. Practice healthy habits and wash hands.
2. Leave promptly and keep entrances clear.
3. Students are expected to be safe, respectful and responsible when using the bathrooms.
4. Students are not to loiter in bathrooms.
5. Students are asked to report any behaviors that cause bathrooms to feel unsafe to a staff member immediately. This includes harassment and vandalism.
Lesson G: Using the Main Office

School Wide Expectations: We Are RMS:
Responsible Choices Modeling Respect Successful Learning

GOALS: Students will know the appropriate behavior when entering the office. Students will know the appropriate behavior and expectations relating to using the phone. Students will know the how to ask for help in a polite and appropriate manner.

- Enter the building after the 8:15 bell. Lockers can be accessed after 8:15. When it rains, you may stand just inside the door. Enter the door you want to stand by. Please remain in that hall area until the 8:15 bell rings.
- When you come into the office for any reason please keep your voice down. "Use an inside voice." Office staff are often on the phone and students should wait until they finish. If you are upset and need help, please come on your own or with ONE other supportive friend.
- Attendance- Remind your parents to call the attendance line if you will not be in school or will arrive late: 541-790-8525. Otherwise your absence will be unexcused.
- Office phone usage: keep it short